

TITLE: DIRECTOR OF SPECIAL SERVICES**Nature and Scope of Job:**

Serves as the educational leader of the Special Education Department and Guidance Department, responsible for articulating the mission, vision, and educational goals to faculty, staff, families, students and the public; as the educational leader, the Director of Special Services, promotes the initiatives and the development and sustainability of best practices as related to the effective implementation of Individual Education Plans (IEPs) and student services, within the framework of Board Policy and all legal guidelines. The Director of Special Services is responsible for coordinating, planning, alignment of materials and resources, instructional program evaluation, personnel management, department professional development, curricular modifications, staff and student scheduling, and effective fiscal management of the Department of Special Services.

QUALIFICATIONS:

1. Hold a Master's Degree from an accredited college or university.
2. Hold or be eligible for a New Jersey School Administrator or Principal Certificate.
3. Required criminal history check and proof of U.S. citizenship or resident alien status.
4. Demonstrated familiarity with special education law and regulations; Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff.
5. Comprehensive knowledge of Special Education programs, federal and state rules and regulations, NJ Administrative Code, and reporting requirements.
6. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies.
7. Have at least five (5) years of successful applicable experience and two (2) years of administrative experience as a Supervisor, Director or Vice Principal.
8. Strong leadership and communication skills.
9. Demonstrate leadership in school improvement, program development, curriculum integration, and application of technology across the curriculum.
10. Demonstrate knowledge of current trends and research-proven strategies in reading, language arts, mathematics, science, social studies, technology, assessments.
11. Experience in collaborating with staff to plan, organize, and implement professional development.
12. Demonstrate leadership in budget development, fiscal responsibility, data-analysis and coordination of assessment programs.
13. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate grant processes (evaluations, budget, reports, applications) for purposes of ensuring compliance with all grant requirements.
2. Demonstrate aptitude and competence for assigned responsibilities.
3. Supervises staffing needs, including recruitment, hiring, retention and scheduling of personnel.

4. Coordinates Intervention and Referral Services (I&RS) and acts as District liaison regarding American Disabilities Act Compliance Officer (ADA) and Section 504 Compliance Officer performing all duties the position requires as directed by the Superintendent.
5. Responsible for oversight and monitoring of the Medicaid (SEMI) program as it pertains to the special education department.
6. Prepares the IDEA Extraordinary Aid and Impact Aide for Students with Significant Disabilities Applications.
7. Responsible for oversight of the Extended School Year Program for students with disabilities and related budgetary needs.
8. Coordinates and evaluates a comprehensive program for Homebound Instruction when required
9. (N.J.A.C. 6A:14-4.8 and 4.9).
10. Coordinates with outside services/agencies, programs, and committees to provide services to students to promote a least restrictive environment and appropriate services as required.
11. Completes Child Find requirements.
12. Surveys programs for continuous oversight of Special Education Programs in all secondary schools.
13. Participates in evaluating designated existing programs as an ongoing responsibility, and recommend changes and additions as needed.
14. Coordinates the provision of related services (speech, occupational therapy, physical therapy) to all students with disabilities per their IEP.
15. Assumes responsibility for compiling, maintaining, and filing all reports, records, and other documents legally required or administratively useful in all schools and programs.
16. Develop and maintain complete and cumulative individual records of all children receiving special service or enrolled in special classes in all schools and programs.
17. Supervises preparation of attendance reports and similar data necessary for reimbursement of funds, collecting of tuition for out-of-district students, and similar fiscal matters in designated school(s).
18. Develops budget recommendations and provides expenditure control on designated budgets for special education in schools and programs.
19. Coordinates the purchasing of instructional materials and equipment following district procedures and
20. Assumes responsibility for own professional growth and development; for keeping current the literature, new research findings, and improved techniques, and for attending appropriate professional meetings and conventions.
21. Completes in a timely fashion all records and reports as required by law and regulations.
22. Maintains a collaborative working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision making process.
23. Assists the Business Office in arranging and monitoring transportation of all eligible handicapped students.
24. Implements the Special Education Parent Advisory Committee and or any other related state required parent program.
25. Protects the confidentiality of student data, and all records and information gained as part of exercising professional duties, and use discretion in sharing such information, within legal confines.
26. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act
27. (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
28. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
29. Monitors and ensures that all staff adhere to attendance practices according to District Policy and Procedures.
30. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.
31. Observes strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. Seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
32. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
33. Performs any duties that are with the scope of employment and certifications, as assigned by the

Superintendent and not otherwise prohibited by law or regulations.

REPORTS TO: Superintendent

SUPERVISES: Child study team members, certified and noncertified special education personnel, guidance counselors, departmental support and secretarial staff

TERMS OF

EMPLOYMENT: Twelve month work year. Salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

ADOPTED: October 17, 2022

LEGAL REFERENCES:

<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
<u>N.J.S.A. 18A:6-7.1</u> for	Criminal history records; employee in regular contact with students; grounds disqualification from employment; exception
<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:6-117 et seq.</u> (TEACHNJ) Act	Teacher Effectiveness and Accountability for the Children of New Jersey
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:40</u>	Promotion of health and prevention of disease
<u>N.J.S.A. 18A:40A</u>	Substance abuse
<u>N.J.S.A. 18A:46</u>	Classes and facilities for handicapped children
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9-5</u>	General certification policies
<u>N.J.A.C. 6A:9-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9-11.3</u>	Special education
<u>N.J.A.C. 6A:9-11.4</u>	Bilingual education
<u>N.J.A.C. 6A:9-11.5</u>	English as a second language
<u>N.J.A.C. 6A:9-13</u>	Requirements for educational services certification
<u>N.J.A.C. 6A:9-15</u>	Required professional development for teachers
<u>N.J.A.C. 6A:9-16</u>	Required professional development for school leaders
<u>N.J.A.C. 6A:10</u>	Educator Effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-1.1-1.4</u>	Collective bargaining agreements
<u>N.J.A.C. 6A:10-2.1-2.5</u>	Annual evaluation of teachers
<u>N.J.A.C. 6A:10-3.1-3.2</u>	School improvement panel

N.J.A.C. 6A:10-4.1-4.4 Student achievement
N.J.A.C. 6A:10-7.1&7.3 Principal practice instrument
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:324.4 Evaluation of tenured teaching staff members
N.J.A.C. 6A:324.5 Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.